

# CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

## Minutes of Board Meeting March 31, 2021

*Roll Call:* Present: Allan Brennan, Bert Kamphuis, Hilda VanVeen-Gritter, Anko Buwalda, Mary Velthuisen, Marjean Verseveldt, Margaret Verboon, Peter Jonkman, Darren Sinke, Laura Pothoven, Kelvin VanDasselaar  
Regrets: none.

1. *Opening:* Kelvin welcomed everyone and opened with reading from Titus 3, and prayer.
2. *Additions to the Agenda:*
  - a. Proposal Sent via email for new Combi-Oven for the Kitchen. Motion to approve Oven purchase, see CEO report.
3. *Auditor Curt Frieson:* presented his report, comments on financial statements. Motion carried: to accept the financial report as presented by Curt Frieson.
4. *Minutes of February 24, 2021 Board Meeting* were reviewed as circulated. **Motion carried:** to accept the minutes of the February 24, 2021 meeting.
5. *Business Arising from Previous meetings/Unfinished Business:*
  - a. Board Sustainability documents: tabled to next meeting.
  - b. Bylaw Adjustments for Sustainability documents: The Board to keep this on radar for the AGM. Discussion held whether to present at the Board meeting. **Motion carried:** to put Sustainability documents into the Bylaw.
  - c. Private loan Program: Document almost ready, meeting to be held with Pan, Henry, Alan, and Darren to discuss further and flesh out details. The goal as the board is to get it on this year's AGM list.
  - d. AGM: Roll out will most likely be electronically. Voting options to be electronic, with paper option. AGM date to be set late May.
  - e. Board Nominations: Coby Benoit willing to put her name forward. Another potential nominee discussed at length; the Board decided to keep pursuing other candidates.

### 5. *CEO Report:* Darren presented his report verbally.

- a. Combi Oven: Darren gave the Board an explanation of the desired oven, its capabilities and benefits. **Motion Carried:** to purchase the Combi-oven for \$22,062.00, out of contingency fund.
- b. New General Contractor, Kellar Construction: Darren updated the Board on the meetings held, 5-6 times, with Kellar Construction. Additional discussions were held with John Oort and Bert Kamphuis on pursuing Kellar Construction as General Contractor before the Board meeting. Due to evolving circumstances, we cannot go back to Cormode on good conscience. It was noted that Kellar Construction is a little bigger than Cormode. Kellar Construction did not know about the Emmanuel Home project. Emmanuel Home's project manager, Graeme Vriend never told them, upon his hire. With all the discussions held over the last couple weeks, we would like to move forward with them. The Board was informed that the style of program structure and continuity is the same and that we would be involved in making decisions about budget considerations. Kellar runs similarly to Cormode in the open book style, allowing tender and subcontract decisions. This assists in continuing with the ongoing momentum with architecture and design teams. It was agreed that our relationship is with Graeme Vriend, as our project

manager and it does not matter what address he works at. It was noted that even Gene Dub remarked on Graeme's skill set and expertise.

The Letter of Intent was just drafted and was given as quick as possible. With 6% fee for project management, administration, overhead fees, and margin. The 6% fee is added onto every invoice from a subcontractor standpoint. We are ok with this number; it is middle ground and solid.

The agreement with Cormode has been terminated.

Covid update: The Board was updated with the status of no cases of Covid currently in the building. However, with the variant looming, it feels close, and it will be a race between the vaccine vs. the variant. The dining room is open under smaller occupancy, the Store and Café is open, and some Recreation programming is being offered. Residents seem happier, even though the visiting restrictions remain in place. We are all eager for change but overall are doing ok.

Our new hire, Fred Woudstra is doing very well! The number of new residents moving in is increasing. His desk is full of files and the office is humming and the transition is going very well.

**6. Treasurer's Report:** The deficit boils down to the vacancy rate. Work is ongoing with Canada ICI and CCU, ICI has a lot of experience with non-profit groups, and we are learning a lot from them.

**7. Strategic Growth and Development Committee:** no meeting held.

**8. New Business:** none.

**9. Correspondence:** none.

**10. Round Table:** Hilda was excited to receive her first dose of the vaccine, noting that the vaccine has reduced deaths by 95% in seniors' homes, this is amazing!

Anko requested prayers and support for his wife Trincy. Her chemo treatments are causing a significant amount of fatigue.

**11. Closing:** Bert Kamphuis closed in prayer and the meeting was adjourned.

**12. In Camera**

**NEXT MEETING: WEDNESDAY, April 27, 2021 AT 7:30 PM**